

UNITED STATES  
DEPARTMENT OF AGRICULTURE  
OFFICE OF OPERATIONS  
OCCUPANT EMERGENCY PLAN  
BELTSVILLE SERVICE CENTER  
Standard Operating Procedures  
SOP 5  
May 2005  
BELTSVILLE, MD

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## **SECTION I**

### **RESPONSIBILITIES**

#### **OFFICE OF OPERATIONS**

The responsibility for managing an emergency at the USDA Beltsville Service Center in Beltsville, Maryland, rests within the Office of Operations. This responsibility includes the development of the OEP as well as providing for adequate staffing and training of the emergency organization as set forth in 41 CFR 101-20.5.

In establishing the plan and organization, the Office of Operations may enlist resources of security needed (Section III). In addition, the Office of Operations will request nominations from Agencies for appointments as area monitors and persons trained in emergency medical procedures, e.g., CPR, to resolve emergencies and to assist employees with disabilities as described in Section II.

#### **USDA Agencies**

USDA Agencies and Staff Offices are responsible for nominating key personnel, as requested by the Office of Operations and as required by the OEP, to positions in the occupant emergency organization (see Section III). These positions include floor monitors, area monitors, and emergency medical personnel.

USDA Agencies and Staff Offices are also responsible for ensuring that occupants in their geographic area(s) receive and understand the procedures of the OEP; that agency personnel are familiar with building exiting and reentering procedures (Appendix A); and that agency personnel know their designated floor, area, office in the event of an emergency (see Appendix A).

#### **Occupants**

Occupants should know the floor monitors, area monitors, office monitors in their geographic area (see Appendix A). All directions given to manage an emergency will come from the Designated Official (DO). If evacuation of the building is necessary, occupants will exit the building following the instructions described in Appendix A. Also, Section III gives general procedures in the event of particular types of emergencies, and Appendix A contain the specific exit routes and staging areas used by employees by area. Occupants should read and learn the appendices in order to understand how to protect themselves if an emergency occurs.

## **SECTION II**

### **INSTRUCTIONS FOR EMERGENCY PLAN PARTICIPANTS**

#### **EMERGENCY NOTIFICATION**

##### **Fire Alarm/Other Emergency Notification:**

**The USDA Beltsville Service Center is equipped with a fire/emergency alarm systems which, when activated by a manual station located in the hallways or by the activation of a sprinkler, will alert occupants with an audible alarm and flashing lights.**

**ALL EMPLOYEES MUST IMMEDIATELY EVACUATE THROUGH THE NEAREST EXIT. UNDER NO CIRCUMSTANCE ARE UNAUTHORIZED EMPLOYEES TO REMAIN IN THE BUILDING WHEN THE ALARM HAVE BEEN ACTIVATED.**

##### **Door-to-Door Notification:**

**Certain emergency situations may require employees to be notified individually. In such circumstances, monitors, security guards or federal police will go from office-to-office providing specific instructions. Employees are expected to follow those instructions immediately. Floor monitors will direct employees along the evacuation route. Information will be provided once employees have gathered at the specific staging area.**

##### **All Clear Announcements:**

**At the end of an emergency or an exercise, a signal will be given for evacuees to return to their workstations. The signal to return will be all clear from the security guards or three short blasts of a portable horn.**

**SECTION II**  
**INSTRUCTIONS FOR EMERGENCY PLAN PARTICIPANTS**  
**RADIO PROTOCOL**

**NUMBER:**

Assigned radio numbers are attached for basic building operations.

**EMERGENCY SITUATION:**

When an emergency situation occurs, you will hear the following term

**“ECC”:** This stands for the Emergency Command Center that Office of Operations runs from the loading dock. When you hear that the ECC is established, the entire Occupant Emergency Plan shifts into action. All mundane radio traffic ceases and those implementing the OEP are authorized to transmit.

Should you require a status from the ECC use the following call:

**“ECC – this is Pam Cochran. Situation update requested”**

**RADIO USE:**

First identify whom you are calling. In the situation of senior managers, identify the name you are calling first followed by your name.

**EXAMPLE:**

**“Earl Brittingham, this is James Connor”**

Response should be:

**“James – this is Earl”**

Message should then be transmitted.

**GENERAL ALERT MESSAGE:**

Depending on the situation, please use the following

**“Units 2, 6, 10: Potential situation – Check status of (location)”**

These units will evaluate situation and report back to all radio traffic.

## **SECTION II**

### **1. INSTRUCTIONS FOR EMERGENCY PLAN PARTICIPANTS**

#### **EVACUATION**

In most emergencies, which could threaten the occupants of the USDA Beltsville Service Center, evacuation is the primary method of mitigating the effects of the hazard. The entire building or specific areas may be evacuated, depending on the nature of the event. Methods of notification (see Emergency Notification) have been developed to alert the occupants of the necessity of evacuation. In addition, employees' have been assigned duties that act as floor, area, office monitors, and disable employee helpers. Their specific tasks are to direct employees along authorized evacuation routes, prevent employees from entering hazardous areas, and insure that all occupants have departed the area. All employees will observe the following when notified to evacuate:

1. All employees will evacuate the area; under no circumstances will unauthorized personnel be allowed to remain. (Note: Disciplinary action could result if any employee refused to evacuate, or enters prohibited area.)
2. Do not stand on the sidewalk nearest the building. Once outside, employees are to proceed to the designated SAFE AREAS. (Across rear driveway next to railroad tracks.)
3. If directed, assist in the evacuation of employees with disabilities or injured employees. The monitors will be given specific instructions by the Designated Official or Fire Department officials.
4. Do not panic. Do not run. Take only personal belongings and clothing necessary to protect oneself from the weather. (Note: Please take your purse and wallet.)
5. Become acquainted with your floor area, evacuation routes and exits.

**SECTION II**  
**INSTRUCTIONS FOR EMERGENCY PARTICIPANTS PLAN**

**Fire**

**Designated Official:**

- 1. Go to Emergency Command Post.**
- 2. Activate Emergency Command Team.**
- 3. Verify fire department response (911).**
- 4. Verify FPO response.**
- 5. Brief responding officials.**

**Medical Coordinator:**

- 1. Go to Health Unit Room 2-L140, GWCC**
- 2. Advise regarding medical assistance**

**Emergency Response Team:**

- 1. Maintain communication with Emergency Command Post.**
- 2. Assist Fire Department**

**Other Floor Teams:**

- 1. Inform occupants**
- 2. Maintain control of occupants.**
- 3. Control egress.**
- 4. Follow floor team instructions if conditions become untenable.**

**SECTION II**  
**INSTRUCTIONS FOR EMERGENCY PARTICIPANTS**

**BOMB THREAT**

**If a Threat is Made Over the Telephone:**

**Should an employee receive a bomb threat over the telephone the following actions should be taken:**

- 1. Do not Panic.**
- 2. *Make note of exactly what the caller said.* Also, note the tone of the voice and its characteristics: was there an accent or regional dialect, was the caller male or female, etc. Also, you should note if there was background noise, i.e., traffic, machinery, or music, etc.**
- 3. If possible, attempt to keep the caller on the line while alerting another employee to what is happening and directing them to call (202) 720-5711 first and then contact security on (301) 394-0400. There may be enough time to trace the call.**
- 4. Bomb threat or any threatening or harassing phone calls can be traced by dialing \*57 after the call is received. After hanging up, pick up the phone, listen for a dial tone, and dial \*57. Listen for the operator to confirm the trace and hang up. This will record the origin of the last call and the police should be able to track the call.**

**SUSPECT PACKAGES:**

- 1. If for any reason employees may suspect that a package, carrying case, or other bundle contains a bomb, you should immediately notify the Office of Operations, USDA Security guard personnel at (301) 394-0400.**
- 2. No attempt should be made to move the object.**
- 3. Evacuate all persons in the immediate area and await instructions from USDA Security personnel.**



## **SECTION II**

### **INSTRUCTIONS FOR EMERGENCY PLAN PARTICIPANTS**

#### **MEDICAL EMERGENCIES**

Employees may be injured in an accident or become ill and require immediate medical attention. The Health Unit is located in Room 2-L140, on the lower level of building two (2) at the George Washington Carver Center. The phone number is (301) 504-2398. A registered nurse is on-site from 6:30 a.m. through 4:00 p.m. on normal workdays. If you have an emergency medical situation during normal working hours and the Health Unit nurse is not available, please contact the BARC West Health Unit on (301) 504-7024.

In case of severe injury or heart attack, the Fire Department should be notified immediately on 911, callers should give:

1. Name.
2. Building address and room number.
3. Telephone number.
4. Nature of the problem.

## **SECTION II**

### **INSTRUCTIONS FOR EMERGENCY PLAN PARTICIPANTS**

#### **TERRORIST INCIDENT/HOSTAGE TAKING**

Terrorism is a threat that has emerged over the past decade. Politically motivated or deranged individuals may use a number of methods to express a point, attract attention or seek revenge.

Because of the surprise factor and the variety of methods at the disposal of the terrorist/hostage taker, it is very difficult to provide instructions on what individual employee should do if they experience a terrorist incident. However, a few general instructions follow:

1. Do not panic.
2. Follow all instructions of law enforcement personnel.
3. If afforded an opportunity, make note of the physical description of the perpetrator(s). Even small details can help law enforcement personnel in making identification.
4. If taken hostage, remain calm and follow the instructions of the perpetrator. Remember, in a majority of incidents, after negotiations, the hostages are released unharmed and the hostage taker apprehended.

## **SECTION II**

### **INSTRUCTIONS FOR EMERGENCY PLAN PARTICIPANTS**

#### **HAZARDOUS MATERIALS**

Although the USDA Beltsville Service Center is primarily a supplies and equipment distribution center, an incident involving hazardous material, including natural gas, could require an emergency response by occupants. Such materials could be flammable or explosive, or be toxic upon inhalation or by direct contact. If any employee is involved in an accident involving a hazardous substance, or happens upon a spill or leak, they should do the following:

1. Evacuate the immediate area.
2. Immediately notify USDA Hotline on (202) 720-6858, providing:
  - a. Name.
  - b. Location.
  - c. Telephone number.
  - d. Nature of problem including, if possible, identification of the substance involved.

If any person(s) has or have been overcome by fumes, attempt to remove them from the area and call the Fire Department at 911.

## **SECTION II**

### **INSTRUCTIONS FOR EMERGENCY PLAN PARTICIPANTS**

#### **DEMONSTRATIONS**

Politically motivated groups may attempt to demonstrate in front of the USDA Beltsville Service Center, illegally gain entrance or attempt to shut down operations by preventing employees from entering a building. Every effort will be made to minimize disruptions and to carry on normal activities. In the event of demonstrations, the following actions should be taken:

1. At all costs, avoid contact and confrontations with the demonstrators. Such actions are often the main purpose of the demonstration, especially if the news media is on the scene recording the event.
2. Seek unobstructed entrances, even if you must walk around to the other side of the building.
3. Be ready anytime to present your USDA identification pass to security guards, law enforcement officers or USDA officials.
4. If you are unable to gain entrance to your building, seek a location away from the demonstration site to call your office and obtain instructions.
5. Follow all instructions by law enforcement personnel and USDA officials.

**SECTION II**  
**INSTRUCTIONS FOR EMERGENCY PLAN PARTICIPANTS**

**POWER FAILURE**

Occasionally, a power failure will disrupt activities in part or all of the USDA Beltsville Service Center. As most offices have windows, occupants can open drapes and blinds to provide outside light. The USDA Beltsville Service Center is equipped with emergency standby generators capable of supporting life safety equipment and emergency lighting. These generators will provide enough illumination for persons to evacuate the area, but not enough to carry on normal operations.

Manually raise/lower the outer doors, etc.

### **SECTION III**

### **ORGANIZATION**

#### **EMERGENCY COMMAND POST LOCATION**

The Emergency Command Post is located at the guard post in the entry building.  
Telephone (301) 394-0400.

All emergency operations included in the OEP will be directed from the Emergency Command Post.

Emergency Radio Protocol is engaged.

When an emergency is declared the fire alarm may sound.

When an emergency is declared all OEP personnel will immediately report to their assigned posts and stand by to receive further instructions from the Emergency Command Post. Do not leave your post until the Emergency Command Post has released you. Baseball-type hats and jackets/t-shirts are provided and must be worn to identify you as a member of the OEP Emergency Team.

**SECTION III**  
**ORGANIZATION**

**EMERGENCY RESPONSE TEAM AND COMMAND POST**

Designated Official:	James Connor	or	Katie Malone
Title:	Deputy Director		Chief, CFPDC
Telephone:	(301) 394-0410		(301) 394-0413
Radio Number:	(Unit 1)		(Unit 3)

Emergency Response Team: Joe Govan  
Title: Chief, CEPO/Floor Monitor  
Telephone: (301) 394-0414  
Radio Number: UNIT 4

Emergency Response Team: Joseph Bailey  
Title: Warehouse Supv Building Manager/Area Monitor  
Telephone: (301) 394-0429  
Radio Number: UNIT 5

Emergency Response Team: William Royster  
Title: Warehouse Supv (CEPO)/Area Monitor  
Telephone: (301) 394-0358  
Radio Number: UNIT 6

Emergency Response Team: Nicole Jones  
Title: Supervisor CSS/Office Monitor  
Telephone: (301) 394-0426  
Radio Number: UNIT 7

Emergency Response Team: Stephanie Holland  
Title: Supply Specialist/Office Monitor  
Telephone: (301) 394-0289  
Radio Number: 9

Emergency Response Team: Wanda Wilson  
Title: Loading Dock Monitor  
Telephone: (301) 394-0398  
Radio Number: UNIT 11

Emergency Response Team: Pete Callas  
Title: Supv Space & Property Management Specialist  
Telephone: (301) 394-0270  
Radio Number: UNIT 10

Emergency Response Team: Joseph Nwamara  
Title: Security Advisor  
Telephone: (301) 394-0400  
Radio Number: UNIT 8

Medical Coordinator: Mary Ellen Haga  
Title: Occupational Health Nurse  
Telephone: (301) 504-2398 (Emergency Only)  
Radio Number:

Security Advisor: Sharon Ballenger  
Title: Security Specialist  
Telephone: (301) 504-2421  
Radio Number:

Radio Numbers Assigned for the Floor Monitors for the OEP:



**SECTION III**  
**ORGANIZATION**

**DESIGNATED OFFICIAL**

Post: Emergency Command Post  
Official Alternate

Backup: Designated As  
Assigned

During Emergency:

1. Activate Emergency Response Team.
2. Exercise overall command responsibility for orderly evacuation of occupants. Directions are given via building alarm system or two-way radio.
3. Receive floor monitor reports and determine when the building is completely evacuated.
4. Order return of occupants to the building when properly advised it is safe.

Continuing Responsibilities:

1. Train, supervise and evaluate building monitor organization.
2. Ensure adequacy of facilities for evacuation and handling of emergencies, such as exit signs, operability of building safety features, etc.
3. Disseminate emergency procedures to building occupants.
4. Obtain and issue appropriate monitor equipment and supplies.

**SECTION III**  
**ORGANIZATION**  
**FLOOR MONITOR**

Post: Assigned Floor

Backup: Designated Area Monitor

During Emergency:

1. When alarm sounds, proceed to your assigned floor; verify presence of office/area monitors.
2. Maintain contact with the Emergency Command Post and notify any problems in the area.
3. The floor and office/area monitors will search for the exact location, evacuate vicinity of emergency first, so emergency forces can be directed.
4. Direct area evacuees to nearest exits. If the emergency is in that area, direct evacuees away from emergency area to other exits in the area.
5. Check with monitors and disable employee helpers to see that all occupants have evacuated all room in the area.
6. After checking with area monitors and helpers, inform the Emergency Command Post that all occupants have evacuated the building.
7. Assist in exit control and moving occupants away from the building to the designated safe areas. Personnel are to remain in safe areas until all clear is sounded to return to the building.

Continuing Responsibilities:

1. Be thoroughly familiar with duties during emergencies.
2. Know area boundaries and room layouts for evacuation/checking purposes.
3. Be familiar with the location of persons with disabilities in the area.
4. Report fire, safety and evacuation hazards in area to Designated Official.
5. Participate in training with monitors of the OEP.
6. Report OEP discrepancies to the administrative contact on (301) 394-0400.

## **SECTION III**

### **ORGANIZATION**

#### **OFFICE/AREA MONITOR**

Post: Assigned Area

Backup: Designated Office Monitor

During Emergency:

1. When alarm sounds, proceed to assigned area. Determine if floor monitor is on duty. If not, assume that position and advise office monitor to perform duties of area monitor.
2. Direct area evacuees to nearest exits. If the emergency is in that area, direct evacuees away from emergency area.
3. Check all rooms in area to see that all occupants have evacuated.
4. Advise floor monitor that area is evacuated and exit.
5. Assist in exit control and moving occupants away from the building to the designated safe areas. Personnel are to remain in safe areas until all clear is sounded to return to the building.

Continuing Responsibilities:

1. Be thoroughly familiar with primary and backup duties during emergencies.
2. Know area boundaries and room layout for evacuation/checking purposes.
3. Report fire, safety and evacuation hazards in area to floor monitors.
4. Be familiar with the location of persons with disabilities in the area.
5. Participate in training with monitors of the OEP.
6. Report OEP discrepancies to the administrative contact (301) 394-0400.

**SECTION III**  
**ORGANIZATION**

**LOADING DOCK/STAIRWAY MONITOR**

Post: Loading Dock/Stairwell Area

Backup: Appointed as Needed

During Emergency:

1. Go to assigned area; inspect for smoke or other obstruction; if obstructed, direct occupants to another exit; keep door open during evacuation.
2. Control orderly movement of occupants into and out of the area; see that they walk, not run; keep occupants moving in a single file down the stairway or ramp; exercise calming influence.
3. When all other personnel have gone down the stairwell/ramp, close the stairwell door and notify the area monitor that the area is clear. Proceed down the stairs or ramp and exit to staging area.
4. Help maintain order.

Continuing Responsibilities:

1. Be thoroughly familiar with duties during emergencies.
2. Be familiar with the location of persons with disabilities in the area.
3. Report fire area, safety and evacuation hazards to area monitor.
4. Participate in training with monitors of the OEP.
5. Report OEP discrepancies to the administrative contact (301) 394-0400.

**SECTION III**  
**ORGANIZATION**  
**OUTSIDE COORDINATOR**

Post: Outside Coordinator: Eugene Magruder

1. Collect all sign-in sheets.
2. Go directly to staging area.
3. Identify and check off each employee as they enter staging area.
4. Notify Floor Monitor of any missing employee after building is evacuated.
5. Retain sheets to turn over to Floor Monitor after all clear sign have been given.

## **SECTION III**

### **ORGANIZATION**

#### **DISABLED EMPLOYEES AND HELPERS**

Post: Pete Callas

Backup: Kim Cobb

During Emergency:

1. The USDA Beltsville Service Center is not designed to enable employees with disabilities to rapidly exit the building, during building evacuation (horizontal evacuation).
2. If necessary, assist personnel with disabilities as directed by the floor/office/area monitor.
3. Evacuate the employee with a disability away from the building to the designated safe areas. Personnel are to remain in safe areas until all clear is sounded to return to the building.

Continuing Responsibilities:

1. Be familiar with the location of persons with disabilities in the area.
2. Report fire area, safety and evacuation hazards to area monitor.
3. Participate in training with monitors of the OEP.
4. Report OEP discrepancies to the administrative contact (301) 394-0400.

## **SECTION III**

### **ORGANIZATION**

#### **EMERGENCY RESPONSE TEAM**

The Emergency Response Team consists of contract personnel and members of the Beltsville Service Center staff. These personnel are familiar with the construction of the building, its operating systems and equipment. All team members are equipped with radios for communicating with the Emergency Command Post. Contract personnel, as required, will augment the team.

During Emergency:

The Emergency Response Team will take the following actions:

1. Report to the location of the emergency. Assess emergency/damage and act to control dangerous conditions including:
  - a. Initiating fire suppression or confinement.
  - b. Assisting Fire Department.
  - c. Disconnecting utilities or equipment.
  - d. Bomb search.
  - e. Rescue and assistance.
  - f. Relocating or evacuating occupants.
  - g. Making emergency repairs.
2. Advise when it is safe for personnel to return to the building.

**SECTION III**  
**ORGANIZATION**  
**SECURITY ADVISOR**

Post: Emergency Command Post

Backup: As Assigned

During Emergency:

1. Report to the Emergency Command Post and assist the Designated Official as directed.
2. Coordinate all security personnel to respond as needed.
3. Coordinate the orderly return of the building occupants.

Continuing Responsibilities:

1. Work with the administrative contact to keep OEP updated.
2. Know area boundaries and room layouts for evacuation/checking purposes.
3. Keep the Designated Official advised of any non-availability for emergency duties of more than one hour.



**SECTION III**  
**ORGANIZATION**  
**BSC SECURITY ADVISOR**

Post: Joseph Nwamara Security Advisor (BSC)

1. Coordinate all security personnel to respond as needed.
2. Via motorized scooter, ensure all occupants have exited the building.
3. Verify that floor/area/office/dock monitors have placed orange (ERT) stickers on all exit doors (ensure all sections are clear).
4. Coordinate orderly return of the building occupants (after all clear notification).

**SECTION III**  
**ORGANIZATION**

**ADMINISTRATIVE CONTACT**

Post: Emergency Command Post

Backup: As Assigned

During Emergency:

1. Report to the Emergency Command Post and assist Designated Official as directed.

Continuing Responsibilities:

1. Document and keep files on emergencies when Emergency Command Post is activated.
2. Maintain rosters and records of names, assignments, phone numbers, background and training of monitor organization personnel.
3. Request appointment of replacement monitor personnel when vacancies occur.
4. Updates OEP.

**SECTION III**  
**ORGANIZATION**  
**MEDICAL COORDINATOR**

Post: Health Unit Room 2-L140

Backup: As Assigned

During Emergency:

1. Maintain contact with Emergency Command Post.
2. Mobilize First Aid Team.
3. Coordinate all medical personnel to respond as needed.
4. Evacuate building (if necessary).

Continuing Responsibilities:

1. Make recommendations regarding medical evacuations and emergencies.

## **SECTION IV**

### **PLAN**

#### **MEDICAL & FIRST AID**

##### Designated Official

###### 1. Single emergency:

Call 911.

Notify Health Unit.

Notify medical coordinator.

###### 2. Multiple injuries:

Call 911.

Notify Health Unit.

Notify medical coordinator.

Notify USDA Customer Service Director.

Notify GSA Control Center.

##### Medical Coordinator:

###### 1. Single emergency:

Call 911.

Go to Health Unit Room 2-L140.

Notify USDA Customer Service Director

Monitor activities.

###### 2. Multiple injuries:

Call 911.

Go to Health Unit Room 2-L140.

Notify USDA Customer Service Director.

Advise regarding medical assistance.

##### Floor Team:

1. Obtain medical assistance (see emergency call list).

2. Notify emergency coordinator.

3. Meet Responding Emergency Unit.

##### Emergency Response Team:

1. Multiple injuries:

Provide aid and rescue services.

**SECTION IV**  
**PLAN**  
**NATURAL DISASTERS**

Natural Disasters (Advance Notice):

Designated Official:

1. Activate Emergency Response Team.
2. Review Plans.
3. Notify occupants.

Emergency Response Team:

1. Building damage prevention.
2. Protect windows and doors.
3. Secure outdoor objects.

Natural Disaster (During Emergency):

Designated Official:

1. Activate Emergency Response Team.
2. Review Plans.
3. Notify occupants.

Medical Coordinator:

1. Advise regarding medical assistance.

Floor Teams:

1. Direct occupants to safe location.

Emergency Response Team:

1. Assess Damage.
2. Provide repair service as needed.
3. Isolate unsafe areas in conjunction with floor teams.
4. Determining needs for controlling dangerous conditions.

## **SECTION IV**

### **PLAN**

#### **BOMB INCIDENT/EXPLOSIVE**

Emergency procedures involving explosions are initiated by the security staff in concert with the Assistant Secretary for Administration. Should a building evacuation or a relocation of certain personnel to other areas become necessary, directions will be given by our monitor system. The following instructions apply if the order to evacuate or relocate personnel is given:

Designated Official:

1. Verify evacuation/relocation order with USDA Security.
2. Announce evacuation/relocation instructions for monitor and occupants.
3. Verify FPO response.

Medical Coordinator:

1. To be notified and mobilize First Aid Team, if necessary.

Note: The function of personnel proceeding to the area of an explosion is to aid the injured, prevent loss of life, and to keep personnel away from the debris until the OEP Team, FPS and/or police arrive. Nothing is to be touched other than that required in the medical process.

## **SECTION IV**

### **PLAN**

#### **HAZARDOUS MATERIALS**

Designated Officials:

1. Order evacuation/relocation.
2. Verify notification of appropriate agency, i.e., FPS, Prince Georges County, etc.
3. Do not permit occupant reentry until it is determined safe by competent authority.

Medical Coordinator:

1. Activate First Aid Team.

## **SECTION IV**

### **PLAN**

#### **DEMONSTRATIONS**

Emergency procedures involving demonstrations are initiated by the USDA security staff in concert with the Customer Service Director. Should the assistance of the monitor organization be needed, personnel will be notified by telephone. Avoid any interaction with the demonstrators. Follow instructions of the USDA security staff personnel.



**SECTION IV**  
**PLAN**  
**POWER FAILURE**

Designated Official:

1. Try to ascertain cause of failure.
2. Notify occupants to remain in office and open all blinds and office doors to let in more light.
3. Advise occupants not pull fire alarm.
4. Activate Emergency Command Team if necessary.

**Questions**

For questions relating to this Standard of Operating Procedure, please contact the Deputy Chief, Beltsville Service Center, at (301) 394-0400.

## **EMERGENCY EVACUATION RESPONSE TEAM**

May 09, 2005  
Revision No.5

<b>BSC</b>	<b>Name</b>	<b>Office Phone</b>	<b>Cell Phone</b>	<b>Radio No.</b>	<b>Serial No.</b>
EMCP	James Connor	301-394-0410	301-399-8527	2	672TDAG202
EMCP	Katie Malone	301-394-0413	240-508-6179	3	672TDAG199
Floor Monitor backup EMCP to K. Malone	Joseph Govan	301-394-0414	240-508-6687	4	672TDAG208
Area Monitor	Joseph Bailey	301-394-0429	240-299-0667	5	672TDAG194
Area Monitor	William Royster	301-394-0356	301-440-6332	6	672TDAG131
Office Monitor	Nicole Jones	301-394-0426	301-440-6211	7	672TDAG195
Security Advisor	Joseph Nwamara	301-394-0301		8	672TDAG703
Office Monitor	Stephanie Holland	301-394-0289		9	672TDAG197
Disabled Employee	Pete Callas	301-394-0633		10	672TDAG196
Helper/Jeffrey	Alternate: K. Cobb	301-394-0443			
Dock/stairway monitor	Wanda Wilson	301-394-0356		11	672TDAG210
Outside Coordinator	Eugene Magruder	301-394-0400			
Alternate/Standby: Royster	Kevin Anderson	301-394-0400	443-691-4071		